






NASA Marshall Space Flight Center Flight & Ground Software Division ^{ES50}
Work Instruction

WORK INSTRUCTION NUMBER:	ORG-WI-003
WORK INSTRUCTION TITLE:	INTERNAL TRAINING PROCEDURE
PURPOSE:	To describe the steps necessary to perform internal training in the ES50 Division.
DESCRIPTION:	This procedure details the steps required to organize and collect all the information and data needed to perform internal training in a timely matter.
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Three Weeks Prior to Training

	DESCRIPTION	RESPONSIBILITY
1.	ESTABLISH IN-HOUSE TRAINER USING SELECTION CRITERIA (EI32-TRP, SECTION 9.2)	MGT/TC
2.	ESTABLISH TRAINING DATE	INSTR
3.	SELECT ATTENDEES AND GET MANAGEMENT CONCURRENCE	INSTR
4.	CREATE OR MAKE ANY UPDATES FOR TRAINING MATERIAL USING THE TRAINING COURSE TEMPLATE LOCATED IN THE PAL (IF NECESSARY)	INSTR
5.	<i>THE FOLLOWING THREE STEPS ARE NOT APPLICABLE FOR REPEATED TRAININGS THAT HAVE NOT BEEN MODIFIED.</i>	
6.	SUBMIT TRAINING MATERIALS AND COURSE DESCRIPTION FORM (FSB 0001) TO MANAGEMENT FOR SIGNATURE APPROVAL	INSTR/MGT
7.	IF COURSE DESCRIPTION FORM (FSB 0001) IS APPROVED, CONTINUE PROCEDURE	INSTR
8.	IF COURSE DESCRIPTION FORM (FSB 0001) IS NOT APPROVED, MAKE NECESSARY CHANGES AS RECOMMENDED BY MANAGEMENT AND RESUBMIT FOR APPROVAL	INSTR
9.	SCHEDULE TRAINING LOCATION	INSTR
10.	SEND TRAINING ANNOUNCEMENT VIA EMAIL TO PARTICIPANTS	INSTR
11.	REQUEST PERMISSION FROM MANAGEMENT TO SUBMIT A PRINT ORDER FROM MSFC REPRODUCTION OFFICE (IF NECESSARY)	INSTR

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One week prior to training

DESCRIPTION	RESPONSIBILITY
1. SEND AN EMAIL REMINDER TO ALL PARTICIPANTS ABOUT UPCOMING TRAINING (DATE, TIME, LOCATION ANY ADDITIONAL MATERIALS THEY MAY NEED TO BRING WITH THEM)	INSTR
2. PREPARE TRAINING MATERIAL FOR PRINTING: <ul style="list-style-type: none">• TRAINING HANDOUT FOR EACH STUDENT• SIGN IN SHEET(S) (FSB TRAINING FORM 0002)• EVALUATION FORMS FOR EACH STUDENT (FSB TRAINING FORM 0003)• CERTIFICATES (FSB TRAINING FORM 0004)• OBTAIN NECESSARY SIGNATURES FOR CERTIFICATES	<u>INSTR</u>

One day prior to training

DESCRIPTION	RESPONSIBILITY
1. PLACE LATEST TRAINING MATERIALS IN PAL	INSTR
2. VERIFY RESOURCES ARE AVAILABLE AND WORKING (NETWORK, SERVER, ETC.)	<u>INSTR</u>
3. ARRANGE ROOM: TABLES AND CHAIRS AS DESIRED	INSTR
4. SEND FINAL EMAIL REMINDER TO ALL PARTICIPANTS ABOUT UPCOMING TRAINING (DATE, TIME, LOCATION, ANY ADDITIONAL MATERIALS THEY MAY NEED TO BRING WITH THEM)	INSTR

Work Instruction**At the end of training**

	DESCRIPTION	RESPONSIBILITY
1.	COLLECT COMPLETED EVALUATIONS FROM PARTICIPANTS	INSTR
2.	ENSURE ALL STUDENTS SIGNED ATTENDANCE ROSTER	<u>INSTR</u>
3.	REARRANGE ROOM BACK THE WAY IT WAS BEFORE SETUP (IF NECESSARY)	INSTR
4.	RETURN COMPLETED EVALUATIONS AND ATTENDANCE ROSTER TO TC	INSTR
5.	RETURN SIGNED COURSE DESCRIPTION FORM TO TC	INSTR

No later than one week following training

	DESCRIPTION	RESPONSIBILITY
1.	COMPLETE THE TRAINING EVALUATION ASSESSMENT AND PLACE IN PAL	TC
2.	Update the training database per ORG-WI-015, Update Organizational training database	<u>TC</u>
3.	FOLLOW UP ON SUGGESTIONS WRITTEN BY PARTICIPANTS	TC
4.	UPDATE TRAINING MATERIALS, AS NECESSARY	INSTR
5.	IDENTIFY LESSONS LEARNED, AS APPROPRIATE, AND PLACE IN PAL	INSTR
6.	SUBMIT ES50 TRAINING FORMS 0001-0003 (AS APPLICABLE) TO PAL [\\SRV1FSD\ED-S1F\PROCESS ASSET LIBRARY (PAL)\SOFTWARE PROCESS AND REFERENCE MATERIALS\ORGANIZATIONAL TRAINING]	TC

No later than three weeks following training

	DESCRIPTION	RESPONSIBILITY
1.	PASS OUT CERTIFICATES	INSTR

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NOTES:

TC = TRAINING COORDINATOR (SEPG OR DESIGNEE)

INSTR = INSTRUCTOR

MGT = MANAGEMENT

REVISION HISTORY

Status	Effective Date	Description of Change
	4/20/2009	Initial Release